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Law Library Annual Report 1990-1991

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ANNUAL REPORT, 1990/91

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COLLEGE OF LAW LIBRARY ANNUAL REPORT, 1990/91

INTRODUCTION

The highlight of the 1990/91 academic year was the renovation of the Law Library. The completed Library was well worth the war-like noise level, thick dust, and extreme shifts in temperature that took place during the renovation period. The result of the various construction phases in the College of Law Library, in mere statistics, is 37,000 square feet with the capacity to hold 188,000 volumes of materials. Within the last few months, the renovated Library has proven to be very functional for students, faculty and staff.

The staff of the Law Library continues to maintain a high level of service to the students, the faculty, and members of the bar. With a staff dedicated to improving services, we continue to enhance our technical and public expertise.

During 1990/91, the Library had a net gain of 4,892 hardcopy volumes, 3,922 microform equivalent volumes, and 2,133 titles. While we continue to grow, we have, nevertheless, lost ground to other Law Libraries in the Southeast in numbers of volumes added: in 1987-88 we were 4th out of 35; in 1988-89, we were 10th, but we have recently dropped to 13th.

We were fortunate to hire two new librarians during 1990-91. Rhea A-L Ballard, Public Services Librarian, began in October, 1990 and Jackie Shieh began in March, 1991.

The Annual Reports from three of the five professional librarians, Ladd Brown (Acquisitions/Serials Librarian), Barbara James (Reference/Documents Librarian) and Rhea A-L Ballard (Public Services Librarian) detail the work of their departments. Nancy Deel (Reference Librarian/Computer Coordinator) is currently on maternity leave and not available to write a report and Jackie Shieh has been in the position for only one month. An organization chart and position descriptions follow as attachments.

ADMINISTRATIVE STRUCTURE AND PERSONNEL

The attached organization chart reflects the administrative structure of the Law Library (see appendix). The five Librarians are members of the Pullen Library faculty; I am a member of the faculties of both the College of Law and the Pullen Library. During the academic year, Barbara James and Nancy Deel were on maternity leave during the academic year. During these leaves, Martha Henn, helped with reference duties.

As usual, there were the normal changes in support staff

positions. One new half-time L.A.I position for binding materials was added during the year. There are position descriptions available which describe the specific tasks involved in each position (see appendix).

Librarians

Name	Position
Nancy Johnson	Law Librarian and Prof. of Law
Rhea Ballard	Public Services Librarian/Instructor
Ladd Brown	Acquisitions/Serials Librarian/Instructor
Nancy Deel	Reference/Computer Coordinator/Instructor
Barbara James	Reference/Gov. Documents/Assistant Prof.
Jackie Shieh	Catalog Librarian/Instructor

Staff Members

Name	Position
Julie Grubbs	Library Assistant (1/2) (Micro/Computer Lab)
Pamela Wilson	Library Assistant (1/2) (Micro/Computer Lab)
Don Densmore	Library Assistant II (Outreach/ Photocopy)
Norma Grubbs	Administrative Supervisor III (Circulation)
Anne Langley	Library Technical Assistant (Serials)
Rosemary Hynes	Library Assistant (1/2) (Circulation)
Marilee Jordan	Stacks Supervisor
Fonda Newbold	Library Assistant III (Acquisitions)
Danny Woodard	Library Assistant II (Circulation)
Pamela Scott	Library Technical Assistant (Cataloger)
Arlecia Brown	Library Assistant III (Accounting/Serials)
Sherri Jones	Library Assistant I (1/2) (Circulation)
Dee Walraven	Administrative Assistant (3/4)
Jennie Williams	Library Assistant I (Binding)

LIBRARY HOURS AND USERS

The Library is open 103 hours per week. We maintain the same number of hours throughout the entire year, including semester breaks. We are unable to curtail hours during semester breaks since the law school's breaks do not coincide with those of the rest of the University.

In addition to serving the students and faculty, the Library is open to attorneys and members of the legal community. For the preceding 12 month period, 197,000 visits were recorded in the Law Library. This figure translates into approximately 16,500 visits per month. During 1990-91, we experienced a slight decrease in the number of users since we closed for three weeks in August in order to move into our renovated space and rearrange the entire Library. The Library is also heavily used by non-law university faculty and students. There are many several graduate courses that rely heavily on our Library, most notably the Master of Taxation and the Master of Education. (See Rhea Ballard's report for additional information).

SERVICES

The Reference Librarians provide a total of 68 hours of reference service each week. They answered 9,215 questions, which is a decrease from last year's total of 10,640 (see Barbara James' report).

Interlibrary loans, both borrowing and lending, continue to be a valuable service for our faculty, students and the entire Library community. This year Outreach Services produced a monthly average of 5500 photocopies. This amounts to approximately 66,000 photocopies for the year, of which 22,000 were for faculty requests (see Rhea Ballard's report).

LIBRARY AUTOMATION

The on-line catalog, OLLI, remains popular with our patrons. The highest priority for the Law Library is to implement the automated acquisitions and serials subsystem of the UNISYS/PALS Library System during 1991. The Pullen and Law Library purchased the software and the equipment for the new system. Ladd Brown will be responsible for implementing this system (see Ladd's report). Many of the technical services functions will have to be reorganized to accommodate the system.

COMPUTER LAB

The new computer lab houses 17 computers. These computers access Word Perfect 5.0 and the CCALI programs. Approximately four computers are dedicated to WESTLAW and LEXIS.

The lab is open when the Library is open, however, it is staffed from 9:00 - 5:00. Additionally, a student assistant, trained in computer science, is available for assistance. The library assistants also help patrons locate microforms, make copies from the microforms, and circulate video tapes.

COLLECTION

The following figures summarize the size of the collection in April, 1991:

VOLUMES.....	118,826
TITLES.....	56,609
MICROFORM REELS.....	5,372
MICROFICHE.....	407,028
MICROFORM VOLUME EQUIVALENTS.....	81,032
SERIAL SUBSCRIPTIONS.....	4,033
AUDIO/VIDEO.....	707

During 1990/91, the Library had a net gain of 4,892 hardcopy volumes, 3,922 microform equivalent volumes, and 2,133 titles. Because of the cost of materials escalated and our acquisitions budget did not increase, we continue to experience fewer net gain of volumes and titles.

The Library's first priority is a collection that is relevant to the Law School's curriculum and supports the research activities of law faculty and students. The collection's strengths reflect the research interest of the faculty. The Law Librarian continues to devote energy to building a collection that serves the needs of our clientele.

The Library received many valuable materials from the State Library in the Judicial Building. These materials, for the most part, are shelved in our new Rare Books Room.

PHYSICAL FACILITIES AND EQUIPMENT

The Law Library was completed in August, 1991. The expanded Law Library covers 37,000 square feet and has the capacity to hold 188,000 volumes of materials. There are ten study rooms where student can discuss materials and interact with each other. Additionally, there is study space for 375 study stations, a Law

Review office, and two photocopy rooms. The computer lab houses approximately 15 computers, including LEXIS and WESTLAW terminals. The law students have access to work processing. The librarians have individual offices and the staff have expanded work areas.

During three weeks in August, when the Library was closed, every book was moved in order that new carpet and shelving be installed. The books were rearranged according to a plan that was devised during the Summer. We created a "reading room" collection of heavily used materials on the lower level. The books on the upper level are arranged according to L.C. classification scheme. The Library is an impressive example of a well-planned Library, taking in the needs of the faculty, students and staff.

BUDGET

MATERIALS:

	1989-90 \$spent	1990-91 \$budgeted
Books, Non-serial microforms, & A/V	\$ 66,489	\$ 73,000
Serials, Micro, Pers, & CD-ROMS	483,341	417,000
Binding	7,070	10,000
TOTAL:	556,900	500,000

PERSONAL SERVICES

Salaries (excluding students)	\$329,000	397,000
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OPERATING EXPENSES AND EQUIPMENT

Computer services, Equipment, supplies	\$113,000	94,441
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COMMENTS ON GOALS FOR 1990/91:

1. Continue to plan for the rearrangement of the collection into the expanded shelf space. Supervise and move the materials into the new area. [COMPLETED]
2. Implement the network in the computer lab. [COMPLETED]
3. Hire and train two professional librarians: Catalog Librarian and Public Services Librarian. [COMPLETED]
- *4. Implement the UNISYS/PALS Acquisitions and Serials Control System to meet the needs of the Law Library. [91-92]
- *5. Continue to develop the Law Library collections, particularly in the area of retrospective collections. [CONTINUING GOAL]
- *6. Catalog and classify the entire microfiche and microfilm collection. [91-92]
- *7. Improve development and training of librarians. Continue with weekly librarians' meetings which results in collective decision making. [CONTINUING GOAL]
- *8. Continue the lines of communication among the staff members with monthly staff meetings. [CONTINUING GOAL]
9. Eliminate cataloging backlog. [COMPLETED]
- *10. Continue to work on ways of improving the working environment. [CONTINUING GOAL]

*Goals for 1991/92

NEW GOALS FOR 1991/92:

1. Eliminate binding backlog and automate the identification of materials to be bound.
2. Involve the two Reference Librarians in teaching Legal Bibliography.
3. Update the new on-line cataloging facility and recatalog selected materials.
4. Complete all departmental manuals.
5. Completely re-vamp acquisitions, accounting, and processing to accommodate the new on-line system.
6. Produce a Library Newsletter.
7. Continually update the Library's Information Series.
8. Complete a Self-Study for the AALS accreditation.
9. Write and implement a Law Library Preservation Policy.
10. Open lines of communication between the new dean and the library.

MEMORANDUM

TO: NANCY JOHNSON, LAW LIBRARIAN
FROM: LADD BROWN, ACQUISITIONS/SERIALS LIBRARIAN
RE: TECHNICAL SERVICES DEPARTMENT
ANNUAL REPORT 1990/1991

Annual Reports:

Ladd Brown, Acquisitions/Serials Librarian

DATE: 1 MAY 1991
Barbara James, Reference Librarian/Documents

Rhea A-L Ballard, Public Services Librarian

The following is a summary of the Technical Services Department during the past twelve months. Coverage includes Personnel, Automation, Cataloging, Acquisitions and Serials, Environment, and Goals.

Personnel and Departmental Structure

Personnel changes during 1989/1990 were as follows:

Anne Langley transferred into the LTA position of serials checker on August 1, 1990.

Fonda Nestold transferred into the LTA III position of ordering on Sept. 11, 1991. Processing was added to her job description.

Eugene Jackson was hired as workstudy on Sept. 27, 1991.

Peggy Kline worked September and October as a "free agent" contract cataloger.

Alvin Sewell's attendance had been erratic all through the year due to his declining health. He took (what would be permanent) leave of absence in the fall. We processed his PC2 on Dec. 22, 1991 after learning of his passing away in Anchorage, Alaska earlier in the month.

Jennie Williams was hired Jan. 28, 1991 as a half-time staff doing binding and recycling.

The major workflow changes were switching the processing duties from Stacks Maintenance to the LTA III ordering position and creating a new position: LTA I Binding/Recycling. The workstudy student scheduled about 30-40% of his time for helping out in processing. Jennie roughly spends about 15-20% of her time doing recycling (newspaper, cardboard) management and the rest is devoted to binding under the supervision of the Senior Reference/Documents Librarian.

Automation

The Acquisitions/Serials Unit received VLSI (VLSI Personal Workstation) to function as check-in and ordering workstation in the PLS Acquisitions and Serials modules. Call-in-the-house life binding was modified to handle communications with the PLS library on the VLSI workstation. A terminal server in the PLS was installed in the PLS workstation PLS workstation and

MEMORANDUM

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FROM: LADD BROWN, ACQUISITIONS/SERIALS LIBRARIAN
RE: TECHNICAL SERVICES DEPARTMENT
ANNUAL REPORT 1990/1991
DATE: 1 MAY 1991

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Automation

The Acquisitions/Serials Unit received five UNISYS Personal Workstation²s to function as checkin and ordering mechanisms in the PALS Acquisitions and Serials modules. Cabling in the Urban Life Building was modified to handle communications with the PALS software on the GSU mainframe. A terminal server in Urban Life was installed in the spring enabling PALS acquisitions and

serials operation. Each of the five workstations are loaded with the latest -- "90R1" -- version of the PALS software. This librarian attended PALS Acquisitions Training at the local UNISYS branch. We will not be taking advantage of a similar opportunity regarding the Serials Training because of the cost and quality of program offered. The LAQ will cease to function as of June 30, 1991 and we should be totally up and functioning on PALS Acquisitions and Serials by that date.

Cataloging

Jackie Shieh reported for duty as the Cataloging Librarian on March 27, 1991. She has rapidly acquainted herself with all the vagaries, sundries, and caprices associated with the cataloging processes at the College of Law Library. Peggy Kline worked her second stint as contract cataloger in the fall of 1991. Miss Kline eased the backlog problem and quickly dispensed with other cataloging tasks.

Acquisitions and Serials Control

Overall, ordering and spending and receiving has ran smoothly considering the personnel and environmental changes. With the installation of the terminals and access to the PALS subsystems, the giant step toward automation is finally on the horizon. Following a brief training period, both acquisitions and serials procedures will be functioning and the benefits will be evident. By the end of FY92, we should have all major problems and eccentricities of the systems solved.

Environment

In August 1991 the Law Library was officially open. Tech Services had moved over to the new area May 10, 1990. Cabling for OCLC and the PALS modules has been completed; accessorizing and final touchups are yet to be completed. By the end of June, the Kardexes should be removed from the department. The Receiving Room has been restored to its former glory. The only materials in there now are essential supplies and valuable serial titles. Excess equipment has been disposed of through Physical Plant.

Departmental Goals

As was last year, this year's main goal is to take full advantage of the integration into PALS with the procurement of the serials and acquisitions hardware and software. Initial stages will be largely taken up by the loading of our present data into the serials management program of PALS. There will be a period of time where proficiency is gained concerning the accurate use of capabilities of the systems. Total adaption to these online tools will eliminate the current problems with timely ordering of materials and keen management of monetary resources.

CATALOGING STATISTICS

MAY 1990 - APRIL 1991

<u>MONTH</u>	<u>CATALOGED TITLES</u>	<u>CATALOGED VOLUMES</u>	<u>ADDED VOL/COPY</u>	<u>WITHDRAWN VOL/COPY</u>
MAY 90	158 137 (KLINE)	214 168 (KLINE)	256	61
JUN 90	178	208	295	68
JUL 90	83	99	342	160
AUG 90	116	202	291	84
TOTALS	672	891	1184	373

<u>MONTH</u>	<u>CAT MONO</u>	<u>CAT SER</u>	<u>CAT MONO VOL</u>	<u>CAT SER VOL</u>	<u>ADDED V/C</u>	<u>ADDED MFORM</u>	<u>ADDED VIDEO</u>	<u>W/D</u>
SEP 90	115	15	123	14	416	2	0	82
OCT 90	98	21	122	32	641	5	0	35
NOV 90	108	3	142	3	216	0	0	42
DEC 90	69	2	103	1	204	5	0	88
JAN 91	100	1	113	1	288	0	0	70
FEB 91	105	8	105	19	385	0	0	89
MAR 91	111	7	132	8	467	19	0	73
APR 91	117	10	134	14	440	1	0	206
TOTALS	823	67	974	92	3057	32	3	685

TO: Nancy

FR: Barbara

DA: April 8, 1991

RE: Annual Report for 1990-1991

This memorandum summarizes my activities and the major projects I have undertaken in 1990-1991, as well as the general activities and services connected with the reference desk, collection maintenance, and government documents. I am attaching statistical information for reference.

I. Reference

Staffing

The reference desk is fully staffed. We provide a total of 68 hours of reference service each week. Librarians are scheduled from 9:00 a.m.-9:30 p.m. Monday through Thursday and from 9:00 a.m.-5:00 p.m. on Friday, for a total of 58 hours. A graduate Research Assistant is scheduled from noon to 6:00 p.m. on Saturday and from 1:00 - 5 p.m. on Sunday.

Rhea Ballard, Public Services Librarian, joined the reference staff in October 1990. Martha Henn continues to work part-time, primarily as a substitute during two maternity leaves. I was on maternity leave from August 15 to November 12, 1990 and Nancy Deel went on maternity leave in March 1991. Nancy is expected to return in early June. With Rhea's arrival, the three reference librarians were able to reduce desk hours and increase administrative responsibilities. We each currently have 16 hours per week desk duty.

Reference Requests

The reference librarians answered 9,215 questions during the year. This is a decrease from last year's total of 10,640. We were closed for three weeks in the summer for the final stages of the renovation project. As usual, many questions are not tallied.

Liaison Program

At the beginning of the fall semester, each reference librarian became responsible for selected law faculty members' research requests. The professors who use the program the most are the ones who have historically been heavy library users. Although the program does not seem to have increased library usage, requests are now channelled to a particular librarian.

Other Activities

The reference staff also gives library orientation tours, primarily to undergraduate students who have assignments in the Law Library. The librarian who is on duty at the requested time is usually charged with conducting these tours.

The reference librarians back up Circulation when dealing with faulty moveable shelves and assist in the Micro room and PC lab when necessary.

The reference librarians taught Westlaw and Lexis to first year law students in early 1991.

II. Collection Maintenance

Collection Maintenance personnel are responsible for updating, shelving, shifting, binding, and recycling materials for the Law Library and the Faculty Library. Marilee Jordan is the Stacks Supervisor and Jennie Williams, LA I half-time, handles binding and recycling.

The entire collection had to be shifted during the renovation. During the final stages, while the library was closed, all the books from the upper level were boxed and then shifted into the new arrangement. Martha Henn coordinated the boxing and reshelving.

Looseleafs and Shelving

The filing and shelving are fairly up-to-date. As always, this is dependant on the amount of student assistant hours available to the library.

Binding

Martha Henn and I worked on preparing periodical titles for binding while we were closed in August. The binding had not been systematically done since 1988. Martha continued the project by ordered missing issues from Gaunt Publishing. Recognizing the need for someone to have ongoing responsibility for the binding, in January 1991 I hired Jennie Williams. Jennie, who works 20 hours a week, is also responsible for assisting in stacks maintenance projects and recycling. Binding is now done on a regular basis. Jennie and I are currently working on identifying classified (non-periodical) titles in need of binding. We are hopeful that this information can be entered into the upcoming acquisition/serial online system, and that titles in need of binding can be automatically flagged.

Recycling and Activities

Jennie has become our liaison for the university-wide recycling efforts. She has also placed discarded periodicals (such as Newsweek and Time) with agencies that can make use of them.

Projects

The semiannual shelfreading was conducted during August (while we were closed) and December. The December project was particularly memorable for its treasure hunt theme, coordinated by Norma Grubbs, Circulation Supervisor.

III. Documents

We are a selective depository for Government Printing Office (GPO) documents and currently take approximately 4% of the available materials. This comprises 305 items, an increase of 7 items in the past year. Many of the item numbers include multiple titles.

Staffing

Robert Price, half-time staff in the Micro Department who previously performed documents check-in, resigned August 1990. Julie Grubbs, new half-time Micro staff, has assumed responsibility for checking in documents. Both Micro staff members are now responsible for filing the GPO fiche. The arrangement continues to work well. The advent of the new online acquisition system may effect some changes to the check-in.

Collection Development

We maintain a deposit account with the GPO to cover the cost of ordering non-depository documents. I obtain titles for the library and in response to faculty requests.

I continue to monitor the national Needs and Offers List for out-of-print titles to complete and supplement our holdings.

IV. Other Projects and Activities

Staff Development

Tours of area libraries were reinstituted at staff request. We visited the Emory Law Library in March 1991. Both staff and librarians got a lot out of meeting our counterparts in the Atlanta area.

Professional Activities

My article on the history of the Atlanta Federal Penitentiary was published in the Spring 1990 issue of Atlanta History. Ladd Brown and I wrote an article about our experience with adding fiche titles to an online catalog, and it has been accepted for publication by Microform Review in the Spring 1991 issue. I continued to edit the Legislation column published in the AALL newsletter.

In April 1990 I spoke at the Atlanta Law Libraries Association Continuing Education program on environmental law. My topic was Superfund: Resources for Legal Researchers. In May, I taught a section in the Continuing Legal Education class on Legal Research for Paralegals and Secretaries. I also was a guest lecturer in Dr. James Maddex's Criminal Justice class, speaking on the Atlanta Penitentiary.

As a member of the Pullen Library Faculty, I serve on the Appeals and Grievance Committee, the Public Service Interest Group, and the Recycling Interest Group. I served on the ALLA Continuing Education Committee.

I attended the Southeastern Association of Law Libraries annual meetings in April 1990 and March 1991.

REFERENCE STATISTICS--TIME OF DAY (APRIL 1990 - MARCH 1991)

MONTH	7-10AM	10-NOON	NOON-2PM	2-4PM	4-6PM	6-8PM	8-11PM	TOTAL
APR	49	163	235	234	174	42	24	921

REFERENCE STATISTICS--DAY OF WEEK (APRIL 1990 - MARCH 1991)

MONTH	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
APR	204	182	156	109	118	63	89	921
MAY	80	218	214	133	72	81	52	850
JUNE	103	134	105	113	76	153	51	735
JULY	94	129	57	113	90	0	25	508
AUG	16	77	41	33	15	0	0	182
SEPT	89	83	160	137	66	189	98	822
OCT	301	220	246	225	146	132	68	1338
NOV	177	190	190	235	114	39	42	987
DEC	61	75	46	35	34	0	0	251
JAN	102	134	187	177	110	79	54	843
FEB	175	151	159	149	88	164	116	1002
MAR	98	110	156	109	111	107	85	776
TOTAL	1500	1703	1717	1568	1040	1007	680	9215

REFERENCE STATISTICS--TIME OF DAY (APRIL 1990 - MARCH 1991)

MONTH	7-10AM	10-NOON	NOON-2PM	2-4PM	4-6PM	6-8PM	8-11PM	TOTAL
APR	49	163	235	234	174	42	24	921
MAY	64	151	163	192	166	66	48	850
JUNE	64	131	165	210	127	28	10	735
JULY	42	126	90	137	64	30	19	508
AUG	4	60	62	29	13	9	5	182
SEPT	33	119	206	256	154	47	7	822
OCT	110	280	272	303	245	85	43	1338
NOV	82	163	236	226	173	70	37	987
DEC	23	52	72	58	26	13	7	251
JAN	68	167	210	181	156	43	18	843
FEB	62	174	256	247	174	56	33	1002
MAR	55	121	205	179	157	35	24	776
TOTAL	656	1707	2172	2252	1629	524	275	9215

Circulation's responsibilities not only include staffing the desk, but also handling Reserve requests, monitoring the circulation of Library materials, fulfilling interlibrary loan requests, and supervising the Library's patron sign-in sheets.

The Circulation Desk is staffed from Monday through Friday 7:00am - 11:00pm; Saturday 9:00am - 9:00pm, and Sunday noon - 11:00pm.

The Circulation staff kept the Library open for a total of 103 hours per week and approximately 4500 hours per year.

Library Patrons:

This year the gate count registered approximately 394,000. This figure means approximately 197,000 persons used the Law Library. Generally, statistics from the sign-in sheets are also indicators of Library use. However, due to Library renovation, the sign-in podium was unavailable for seven months.

Sign-in sheets and the gate count are not exclusive indicators of Library use. COLLI, the Library's automated circulation system, maintains records for circulation transactions. This year, approximately 14,400 transactions were documented by COLLI. Approximately 1200 of these transactions were for Law School faculty.

90-91

Interlibrary Loan:

Interlibrary Loan (ILL) is an

This year Outreach Ser

L A W L I B R A R Y M E M O R A N D U M

TO: Nancy Johnson, Law Librarian
FROM: Rhea A-L Ballard, Public Services Librarian
RE: Public Services Annual Report for 1990-91
DATE: 19 April 1991

This memo summarizes the activities of Public Services during 1990-1991. Public Services includes Circulation and Outreach Services.

Personnel:

Two new employees joined Public Services this year. Rhea A-L Ballard, Public Services Librarian, began in October. Don Densmore, Library Assistant II (LA II) for Outreach Services, began in November.

Circulation:

The Circulation Department realizes that the Library is not accessible to patrons if it is not open.

Circulation's responsibilities not only include staffing the desk, but also handling Reserve requests, monitoring the circulation of Library materials, fulfilling interlibrary loan requests, and supervising the Library's patron sign-in sheets.

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90-91

Interlibrary Loan:

Interlibrary Loan (ILL) is an essential Library service. When the Library does not have an item, Public Services tries to obtain the item from another library. This past year the Library borrowed approximately 130 items for the faculty and approximately 60 items for law students. The Library also, fulfilled approximately 900 ILL requests from other libraries.

Circulation Goals:

Circulation has two major goals for 1991-92. One, to continue to provide the best service possible. Two, to complete the Circulation Procedure Manual.

Outreach Services:

Outreach Services involves many areas. In addition to providing photocopies for the faculty, the LA II checks out materials for the faculty from the Pullen Library, routes periodical title pages, coordinates interlibrary loan requests with Circulation, and fulfills book search requests.

This past year and a half Outreach Services has been in a state of disarray. During this period three people have held the LA II position. Such transition had unfortunately, affected efficiency. However, since the new LA II was hired in November, Outreach Services has once again become consistent and productive.

Outreach Services Goals:

Outreach Services has two major goals for next year. One, to continue to build consistency and efficiency. Two, to complete the Outreach Services Procedure Manual.

This year Outreach Services produced a monthly average of 5500 photocopies. This amounts to approximately 66,000 photocopies for the year. Approximately, 22,000 of those copies were for faculty requests.

Activities:

This year Public Services undertook the following activities:

To keep the faculty abreast of their colleagues' publications, the *Recent Faculty Publications* section was added to the Library's *Book Docket Monthly Acquisitions Report*.

To improve law students' current awareness, Public Services began the newspaper Bulletin Board. Recent newspaper articles from the *Atlanta Constitution* and the major national newspapers are clipped and posted. Articles are chosen for posting if relevant to the legal profession or law school community.

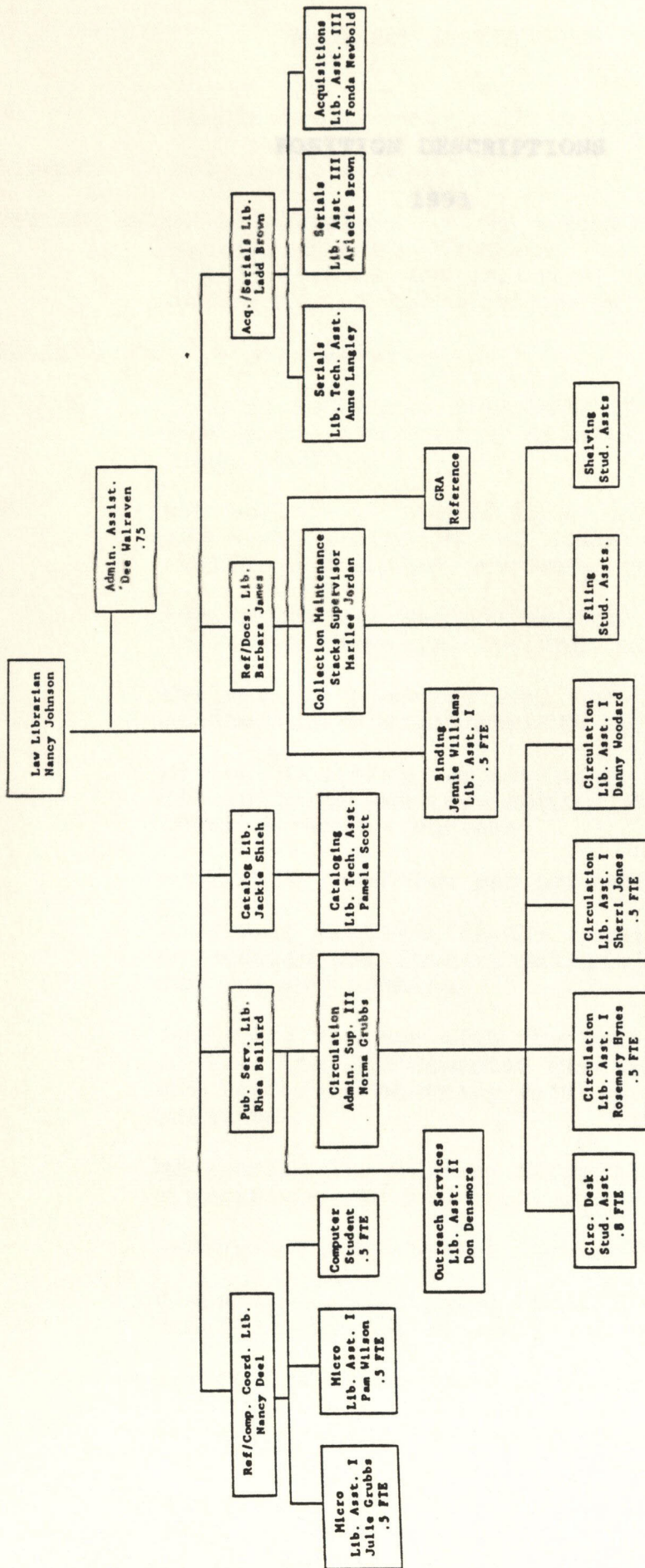
To improve patron understanding, Public Services helped the Reference Department update the Library's *Information Series*. This year, the old *Circulation Information Series* was revised. A new *Library Guide* was also created.

Public Services recognizes that content employees are essential to a well run library. To improve staff morale, Public Services will continue to develop and implement various morale building projects.

1991

LAW LIBRARY ORGANIZATION CHART

April, 1991



POSITION DESCRIPTION

TITLE: Acquisitions/Serials Librarian

POSITION DESCRIPTIONS

DEPARTMENT: Acquisitions/Serials

1991

PURPOSE AND SCOPE OF POSITION: To oversee acquisitions and serials control functions; to establish policies and procedures and evaluate the effectiveness and efficiency of the workflow of the unit

RESPONSIBLE TO: Law Librarian

SUPERVISES: Library Technical Assistant (Serials), Accounting Assistant, and Library Assistant III (Acq./Binding)

DUTIES: Overseeing all acquisitions activities, including pre-order searching, selecting vendors, placing orders, processing invoices, and accounting

Overseeing all serials control activities, including check-in, routing, and binding

Evaluating, planning for, and implementing an online acquisitions/serials control system

Hiring, training, supervising, evaluating, disciplining and terminating staff and handling other personnel matters

Monitoring workflow and production

Resolving problems in the acquisition of and accounting for library materials and in serials control and binding

Acting as liaison with the University's Business office, the GSU Computer Center, and publishers and vendors concerning matters within scope of position

Monitoring the library materials budget, preparing appropriate reports and keeping statistics

Overseeing the receipt of gift materials

Planning and designing space and equipment requirements for acquisitions/serials unit

Staffing the Reference Desk one evening per week

Performing other duties as assigned

QUALIFICATIONS: POSITION DESCRIPTION

TITLE: Acquisitions/Serials Librarian

DEPARTMENT: Acquisitions/Serials

PURPOSE AND SCOPE OF POSITION: To oversee acquisitions and
serials control functions; to establish policies
and procedures and evaluate the effectiveness and
efficiency of the workflow of the unit

RESPONSIBLE TO: Law Librarian

SUPERVISES: Library Technical Assistant (Serials), Accounting
Assistant, and Library Assistant III
(Acq./Binding)

DUTIES: Overseeing all acquisitions activities, including
pre-order searching, selecting vendors, placing
orders, processing invoices, and accounting

Overseeing all serials control activities,
including check-in, routing, and binding

Evaluating, planning for, and implementing an
online acquisitions/serials control system

Hiring, training, supervising, evaluating,
disciplining and terminating staff and handling
other personnel matters

Monitoring workflow and production

Resolving problems in the acquisition of and
accounting for library materials and in serials
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Acting as liaison with the University's Business
office, the GSU Computer Center, and publishers
and vendors concerning matters within scope of
position

Monitoring the library materials budget, preparing
appropriate reports and keeping statistics

Overseeing the receipt of gift materials

Planning and designing space and equipment
requirements for acquisitions/serials unit

Staffing the Reference Desk one evening per week

Performing other duties as assigned

QUALIFICATIONS: MLS; relevant library experience in one or more areas of technical services; supervisory experience; evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty. Law library experience or familiarity with legal materials preferred.

TITLE:

DEPARTMENT:

PURPOSE AND SCOPE OF POSITION:

1/24/89

To supervise the operation of and assist in planning for the overall operation of the circulation unit of the Law Library; and manage the ILL unit. Exercises substantial discretionary judgment and responsibility in directing the activities of the units.

RESPONSIBLE TO:

Public Services Librarian

SUPERVISES:

LA II, two half-time LA Is, and student assistants

DUTIES:

Scheduling coverage of the Circulation desk during all hours the library is open and being available to cover the desk when necessary.

Hiring, training, supervising, evaluating, and terminating Library Assistants and student assistants working in Circulation

Overseeing the COLLI automated circulation system and training Circulation staff and student assistants in its use; acting as liaison with computer center and Pullen Library when problems with system occur

Processing materials for the Reserve collection and maintaining that collection in good order; communicating with law faculty concerning Reserve materials

Maintaining audio collection and equipment and assisting patrons with their use

Monitoring overdue materials and sending out notices as needed; keeping records as required for overdue fines received; placing holds on borrowers' records as needed

Handling all ILL borrowing and lending transactions and keeping records as required

Assisting in the determination of service policies and procedures at the Circulation desk

Overseeing compact shelving, correcting malfunctions when able, and training other library staff in operation of the shelving

Maintain in sheets and patron
sign in sheets and statistics

POSITION DESCRIPTION

TITLE: Administrative Supervisor III usage statistics

DEPARTMENT: Circulation/ILL duties as assigned

PURPOSE AND SCOPE OF POSITION: To supervise the operation of
and assist in planning for the overall operation
of the circulation unit of the Law Library; and
manage the ILL unit. Exercises substantial
discretionary judgment and responsibility in
directing the activities of the units.

RESPONSIBLE TO: Public Services Librarian

SUPERVISES: LA II, two half-time LA Is, and student assistants

DUTIES: Scheduling coverage of the Circulation desk during
all hours the library is open and being available
to cover the desk when necessary.

Hiring, training, supervising, evaluating, and
terminating Library Assistants and student
assistants working in Circulation

Overseeing the COLLI automated circulation system
and training Circulation staff and student
assistants in its use; acting as liaison with
computer center and Pullen Library when problems
with system occur

Processing materials for the Reserve collection
and maintaining that collection in good order;
communicating with law faculty concerning Reserve
materials

Maintaining audio collection and equipment and
assisting patrons with their use

Monitoring overdue materials and sending out
notices as needed; keeping records as required for
overdue fines received; placing holds on
borrowers' records as needed

Handling all ILL borrowing and lending
transactions and keeping records as required

Assisting in the determination of service policies
and procedures at the Circulation desk

Overseeing compact shelving, correcting
malfunctions when able, and training other library
staff in operation of the shelving

Maintaining study room sign in sheets and patron sign in sheets and statistics

TITLE:

Compiling detailed law library usage statistics

DEPARTMENT:

Performing other duties as assigned

QUALIFICATIONS:

Four years library experience and two years supervisory experience. College degree preferred. Ability to communicate effectively both orally and in writing with staff, faculty, and library patrons is essential. Experience with computers preferred.

RESPONSIBLE TO:

SUPERVISES:

Library Technical Assistant (Cataloging)

Revised 3/12/91

Creating original cataloging records

Performing difficult copy cataloging, including materials in microform or audio-visual formats

Overseeing cataloging of library materials using OCLC records

Monitoring quality of all catalog and holdings records

Performing catalog maintenance on the online catalog

Hiring, training, supervising, evaluating, and motivating and terminating staff; and handling other personnel matters as necessary

Assuming leadership role within the Law Library for all matters related to OLLI/COLLI

Acting as liaison with SOLINET/OCLC, Brodart, and other vendors as needed regarding products and services; and with Pullen Library and other GSU departments as appropriate

Coordinating workflow of catalog unit

Planning and designing space and equipment requirements for catalog unit

Staffing reference desk one evening per week

Performing other duties as assigned

QUALIFICATIONS:

POSITION DESCRIPTION

TITLE: Catalog Librarian

DEPARTMENT: Technical Services

PURPOSE AND SCOPE OF POSITION: To create original catalog records and to monitor the quality of all catalog and holdings records; to establish policies and procedures and evaluate the effectiveness and efficiency of the workflow of the cataloging unit

RESPONSIBLE TO: Law Librarian

SUPERVISES: Library Technical Assistant (Cataloging)

DUTIES: Creating original cataloging records

Performing difficult copy cataloging, including materials in microform or audio-visual formats

Overseeing cataloging of library materials using OCLC records

Monitoring quality of all catalog and holdings records

Performing catalog maintenance on the online catalog

Hiring, training, supervising, evaluating, and motivating and terminating staff, and handling other personnel matters as necessary

Assuming leadership role within the Law Library for all matters related to OLLI/COLLI

Acting as liaison with SOLINET/OCLC, Brodart, and other vendors as needed regarding products and services; and with Pullen Library and other GSU departments as appropriate

Coordinating workflow of catalog unit

Planning and designing space and equipment requirements for catalog unit

Staffing reference desk one evening per week

Performing other duties as assigned

QUALIFICATIONS: MLS; relevant library experience in one or more areas of technical services; supervisory experience; evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty. Law library experience or familiarity with legal materials preferred.

TITLE:

DEPARTMENT:

PURPOSE AND SCOPE OF POSITION: Responsible for providing service to library users at Circulation Desk.
Revised 1/24/89

RESPONSIBLE TO: Administrative Supervisor III

SUPERVISES: Not Applicable

DUTIES:

- Check materials in/out
- Provide service for Reserve collection
- Answer incoming calls and direct calls or take messages as needed
- Provide locational information to patrons and refer other questions to Reference
- Learn and perform COLLI functions as required, including system backup
- Accept fine payments
- Assist in processing overdue notices and ILL transactions
- Open and close library (if assigned these hours)
- Perform other circulation tasks as assigned

QUALIFICATIONS: High school graduate; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the phone. Some college coursework preferred.

Revised 3/27/91

POSITION DESCRIPTION

TITLE: Library Assistant I (.5 FTE) (2 positions)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: Responsible for providing service to library users at Circulation Desk.

RESPONSIBLE TO: Administrative Supervisor III (Circulation)

SUPERVISES: Not Applicable

DUTIES:

- Check materials in/out
- Provide service for Reserve collection
- Answer incoming calls and direct calls or take messages as needed
- Provide locational information to patrons and refer other questions to Reference
- Learn and perform COLLI functions as required, including system backup
- Accept fine payments
- Assist in processing overdue notices and ILL transactions
- Open and close library (if assigned these hours)
- Perform other circulation tasks as assigned

QUALIFICATIONS: High school graduate; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the phone. Some college coursework preferred.

Revised 3/27/91

Revised 9/28/99

POSITION DESCRIPTION

TITLE: Library Assistant II (Serials/Accounting)

DEPARTMENT: Circulation

PURPOSE AND SCOPE OF POSITION: To provide service to patrons at desk and assist with other circulation functions.

RESPONSIBLE TO: Administrative Supervisor III (Circulation)

SUPERVISES: Not Applicable

DUTIES:

- Check materials in/out
- Provide service for Reserve collection
- Answer incoming calls and direct calls or take messages as needed
- Provide locational information to patrons and refer other questions to Reference
- Learn and perform COLLI functions as required, including system backup; assist in training other circulation staff in use of system; assist in resolving problems with system
- Accept fine payments
- Assist in processing overdue notices and ILL transactions and performing other circulation tasks as assigned
- Open and close the library (if assigned these hours)
- Straighten up ground floor of library at closing (if assigned these hours)
- Perform other tasks as assigned

QUALIFICATIONS: High school graduate; knowledge of basic library procedures, methods, and techniques; ability to deal with patrons in person and over the phone; six months library or office experience. Some college coursework preferred.

Revised 9/26/89

POSITION DESCRIPTION

TITLE: Library Assistant III (Serials/Accounting)

DEPARTMENT: Acquisitions/Serials

PURPOSE AND SCOPE OF POSITION: To check in serials; to accomplish the accounting functions relating to the acquisition of library materials; to contact vendors regarding problem orders or invoices.

SUPERVISES: Exercises some independent judgment in performance of routine tasks.

RESPONSIBLE TO: Acquisitions/Serials Librarian

SUPERVISES: Not Applicable

DUTIES:

- Checking in serials
- Verifying and preparing invoices for payment
- Recording cost of each item for internal accounting records, and reconciling University accounting records with library records
- Posting payments in Kardex
- Maintaining serials encumbrance records in PC File
- Resolving order and accounting problems with vendors either by letter or by phone
- Returning monographs and serials to publishers as required
- Performing other duties as assigned

QUALIFICATIONS: High school graduate; ability to type 35 wpm and operate a 10-key calculator; ability to be accurate and pay close attention to detail. One year library experience, or six months library experience and two years of college. Accounting or bookkeeping background and interpretive and problem-solving skills preferred.

Revised 1/26/89

POSITION DESCRIPTION

TITLE: Law Librarian

PURPOSE AND SCOPE OF POSITION: Overall responsibility for administration of Law Library and planning for its continued growth and development

RESPONSIBLE TO: Dean, College of Law

SUPERVISES: Staff of five professional librarians, 12 FTE support staff, and student assistants

DUTIES: Administering all Law Library operations
Planning for the continued growth and development of the library's collections and services, including collection development, personnel management, space planning, and the implementation of new technologies

Teaching Legal Bibliography courses
Working with faculty, law school administration, students, the practicing bar, and University librarians on matters of concern to the law library

QUALIFICATIONS: JD; MLS; substantial administrative experience in an academic law library; evidence of ability to meet the standards of research, publication, and professional service that would lead to tenure

Revised 1/21/88

QUALIFICATIONS: MLS; JD; two years of library experience preferred. May substitute substantial law library experience for the JD. Must show evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty.

Revised 5/15/89

POSITION DESCRIPTION

TITLE: Reference/Government Documents Librarian

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: To provide reference assistance and assistance with computerized legal research; to maintain documents collection

RESPONSIBLE TO: Law Librarian

SUPERVISES: Library Assistant II (Outreach Services) and Graduate Research Assistant (Reference)

DUTIES:

- To provide reference assistance to law students, faculty, attorneys, and other library patrons
- To schedule reference desk coverage and coordinate other aspects of reference service; to maintain Reference Desk area and materials
- To supervise Library Assistant II in all aspects of Outreach Services program and to develop new services as appropriate
- To instruct and supervise GRA in performance of reference duties
- To provide assistance with and instruction for Lexis and Westlaw
- To prepare and update guides to assist in the use of library materials
- To maintain government documents collection, including selecting materials, overseeing processing of materials, and assisting in the use of materials
- To monitor government documents check-in and to train and assist Library Assistant I (Micro) assigned to this task
- May share in teaching Legal Bibliography course

QUALIFICATIONS: MLS; JD; two years of library experience preferred. May substitute substantial law library experience for the JD. Must show evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty.

POSITION DESCRIPTION

TITLE: Administrative Assistant (3/4 time)

TITLE: Stacks Supervisor

DEPARTMENT: Collection Maintenance

PURPOSE AND SCOPE OF POSITION: To oversee all collection maintenance tasks. Exercises considerable independent judgment and responsibility in the performance of duties.

RESPONSIBLE TO: Reference/Government Documents Librarian

SUPERVISES: Student Assistants (shelvers and filers)

DUTIES: Ensuring the prompt and accurate shelving of all library materials

Ensuring the prompt and accurate updating of library materials by pocket parts, replacement volumes, looseleaf pages, or other means of supplementation; and the appropriate handling of superseded materials

Overseeing all other collection maintenance tasks, including shifting collection as needed, shelfreading, maintaining new books area, etc.

Hiring, training, supervising, evaluating, and terminating student assistant shelvers and filers

Keeping accurate statistics

Performing other duties as assigned

QUALIFICATIONS: High school graduate; one year library experience and one year supervisory experience, or two years library experience; superior interpretive and problem-solving skills; ability to be accurate and pay close attention to detail; ability to exercise independent judgment within areas of responsibility using library methods and principles; ability to type 35 wpm. College degree preferred.

3/21/91

Issued 7/25/89

POSITION DESCRIPTION

TITLE: Administrative Assistant (3/4 time)

PURPOSE AND SCOPE OF POSITION: To administer library budget, coordinate all personnel actions, monitor supplies, and act as liaison with University departments and outside vendors

RESPONSIBLE TO: Law Librarian

SUPERVISES: Not applicable

DUTIES: Monitors monthly budget status reports, prepares other budget status reports, and prepares budget amendments

Coordinates all personnel actions and keeps informed of personnel and payroll policies and procedures; prepares timesheets and calculates time and leave

Requests repairs and maintenance from Physical Plant, Telecommunications, and other departments as necessary; obtains quotes and prepares orders with outside vendors, including pickup, if necessary

Maintains supplies, handles petty cash, and prepares purchase requisitions

Prepares travel requests and registrations

Maintains updated Board of Regents files (FID) on Law Library faculty

Maintains spreadsheets for all departments

Makes arrangements for Law Library meetings and functions

Does photocopying and binding as needed

Performs other duties as assigned

QUALIFICATIONS: Excellent organizational and interpersonal skills; two years office experience; familiarity with word processing and spreadsheet systems; ability to work closely with all members of the Law Library staff. Two years college; budget experience preferred.

Issued 7/25/89

POSITION DESCRIPTION

TITLE: Library Assistant I (.5 FTE) (2 positions)

DEPARTMENT: Binding

PURPOSE AND SCOPE OF POSITION: Responsible for binding library materials; various technical services support tasks; recycling projects; and stacks maintenance

RESPONSIBLE TO: Reference Librarian

SUPERVISES: Not Applicable

DUTIES: Prepares library materials for binding; keeps records of all binding activity; processes materials returned from the bindery.

Mail sorting and distribution; OLLI pre-order searching; monograph receiving.

Coordinates Library efforts with overall University recycling program.

File looseleaf and reshelve books.

Perform other tasks as assigned

QUALIFICATIONS: High school graduate; ability to be accurate and pay close attention to detail. Some college coursework preferred.

2/26/91

Check-in government documents (if assigned this task) and report problems or changes to Reference/Government Documents Librarian

Check in/out videos and video equipment

Perform other tasks as assigned

QUALIFICATIONS: High school graduate; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the phone. Some college coursework, computer experience, and audio-visual experience preferred.

Revised 2/13/91

POSITION DESCRIPTION

TITLE: Library Assistant I (.5 FTE) (2 positions)

DEPARTMENT: Microforms/A-V/Computer Lab

PURPOSE AND SCOPE OF POSITION: Responsible for providing service to library users at Microforms Desk and in the Computer Lab.

RESPONSIBLE TO: Reference Librarian/Computer Coordinator

SUPERVISES: Not Applicable

DUTIES:

- Provide service for microform and audio-visual collections and equipment
- Assist law students in using personal computer lab hardware and software
- Manage equipment supplies for microform room and computer lab
- Provide locational information to patrons and refer other questions to Reference
- Learn and perform OLLI searches as required.
- Shift microforms collection when needed.
- File microfiche/microfilm, including government documents.
- Check-in government documents (if assigned this task) and report problems or changes to Reference/Government Documents Librarian
- Check in/out videos and video equipment
- Perform other tasks as assigned

QUALIFICATIONS: High school graduate; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the phone. Some college coursework, computer experience, and audio-visual experience preferred.

Revised 2/13/91

POSITION DESCRIPTION

TITLE: Library Assistant III

DEPARTMENT: Acquisitions/Binding

PURPOSE AND SCOPE OF POSITION: To assist in the acquisition of library materials by doing preorder searching, creating order records, maintaining order files, and receiving monographs; and to accomplish the binding of library materials. Exercises some independent judgment in performance of routine tasks.

RESPONSIBLE TO: Acquisitions/Serials Librarian

SUPERVISES: Not Applicable

DUTIES: Filling out order cards

Verifying bibliographic information and availability of library materials

Searching OCLC, catalog, and in-process file to avoid accidental duplication of orders

Inputting, editing, and verifying data entered on LAQ system; mailing purchase orders; maintaining order files

Checking in monographs

Claiming and cancelling outstanding orders as needed

Processing library materials rapidly and with a high degree of accuracy, including stamping, targeting, and labelling as appropriate for the type of material.

Keeping appropriate statistics

Performing other duties as assigned

QUALIFICATIONS: High school graduate; one year of library experience or six months library experience plus two years of college; ability to type 35 wpm.

Revised 8/02/90

POSITION DESCRIPTION

TITLE: Library Assistant II

DEPARTMENT: Outreach Services

PURPOSE AND SCOPE OF POSITION: To assist in extending library services to law faculty and to users beyond the GSU law school community. Exercises independent judgment in performance of duties.

RESPONSIBLE TO: Reference/Documents Librarian

SUPERVISES: Not Applicable

DUTIES: Taking orders for photocopies, interpreting citations, locating materials needed, and making copies from hardcopy or microform sources.

DUTIES: Printing documents from Lexis or Westlaw as needed, including daily and weekly awareness services

Maintaining the title page service and other current awareness services for faculty

Keeping detailed statistics of services

Making daily run to Pullen Library

QUALIFICATIONS: High school graduate; knowledge of basic library procedures, methods, and techniques; ability to deal with faculty. Knowledge of law library collections.

Revised 1/3/90 Participating in discussions of procedures requiring the cooperation of two or more units within the Technical Services Department

Keeping appropriate statistics

Performing other duties as assigned

QUALIFICATIONS: High school graduate; superior interpretive and problem-solving skills; ability to be accurate and pay close attention to detail; ability to exercise independent judgment within areas of responsibility using library methods and principles. College degree and relevant library experience or coursework preferred.

Revised 2/5/98

POSITION DESCRIPTION

TITLE: Library Technical Assistant

DEPARTMENT: Cataloging

PURPOSE AND SCOPE OF POSITION: To catalog English-language library materials using OCLC records supplied by the Library of Congress and to maintain catalog, shelflist, and authority records. Exercises discretionary judgment and considerable responsibility in performance of duties; applies and interprets cataloging rules and conventions.

RESPONSIBLE TO: Technical Services Librarian

SUPERVISES: Not Applicable

DUTIES: Searching OCLC database for bibliographic records; cataloging books, serials, microforms, and audio-visual material using OCLC records supplied by the Library of Congress

Editing and inputting cataloging records

Linking catalog records for new materials with item records in COLLI system; creating and maintaining shelflist and COLLI item records; withdrawing superseded volumes

Creating name and series authority records

Creating periodical call numbers

Verifying subject headings

Participating in discussions of procedures requiring the cooperation of two or more units

within the Technical Services Department

Keeping appropriate statistics

Performing other duties as assigned

QUALIFICATIONS: High school graduate; superior interpretive and problem-solving skills; ability to be accurate and pay close attention to detail; ability to exercise independent judgment within areas of responsibility using library methods and principles. College degree and relevant library experience or coursework preferred.

POSITION DESCRIPTION

TITLE: Library Technical Assistant

DEPARTMENT: Serials Control

PURPOSE AND SCOPE OF POSITION: To maintain serials control records and claim missing issues. Exercises independent judgment within scope of position.

RESPONSIBLE TO: Acquisitions/Serials Librarian

SUPERVISES: Not Applicable

DUTIES:

- Checking in serial publications and recording payment information if appropriate
- Creating serials holdings and payment records
- Claiming delinquent serial publications
- Assisting in planning and implementing conversion to an automated serials system
- Maintaining duplicate/exchange files as time permits
- Resolving problems within scope of position
- Keeping appropriate statistics
- Performing other duties as assigned

QUALIFICATIONS: High school graduate; ability to type 35 wpm; ability to pay close attention to detail; interpretive and problem-solving skills; ability to exercise independent judgment within areas of responsibility using library methods and principles. One year library experience.

Revised 6/7/89

2/18/91

POSITION DESCRIPTION

TITLE: Public Services Librarian

RESPONSIBLE TO: Law Librarian

SUPERVISES: Administrative Supervisor III (Circulation) and Outreach staff member.

DUTIES: Provides general reference service during day and evening. Provides specialized online searching and other advanced reference services for law faculty as a part of the faculty liaison program.

Hires, trains, supervises, evaluates and terminates staff in Circulation and in Outreach Services.

Shares responsibility for teaching the Legal Bibliography course in the Law School. Provides Lexis and Westlaw training.

Serves as a liaison between the Library and University Computer Services.

Writes instructional guides for use by Law Library patrons.

Assists Law Librarian with planning goals and objectives for the Public Services department.

Leads Library tours and conducts Library orientation sessions

Performs other duties as assigned

QUALIFICATIONS: JD; MLS; minimum of 2 years law library experience; familiarity with manual and automated legal research; effective communications skills and flexibility; supervisory experience; evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in the University Library faculty

2/18/91

QUALIFICATIONS: MLS plus two years law library experience; OR MLS plus JD. Familiarity with personal computers. Evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in University Library faculty. Supervisory experience preferred.

Issued 7/25/97

POSITION DESCRIPTION

TITLE: Reference Librarian/Computer Coordinator

DEPARTMENT: Public Services

PURPOSE AND SCOPE OF POSITION: To provide reference service and to coordinate the computer lab and supervise microform services

RESPONSIBLE TO: Law Librarian

SUPERVISES: Staff and Student Assistants assigned to Computer Lab/Microforms Room

DUTIES:

- Providing extensive reference service to law students, faculty, attorneys, and other library patrons (some evening hours required)
- Leading library tours, conducting library orientation sessions, and preparing bibliographies and user guides
- Coordinating all aspects of computer lab operations, including establishing policies and procedures for daily operations and providing training
- Supervising staff and student assistants assigned to computer lab/microforms room, including hiring, scheduling, training, evaluating, and terminating personnel
- May teach one section of required Legal Bibliography course
- Coordinating Westlaw and Lexis training and providing individual and group training to law students and faculty
- Performing Lexis, Westlaw, and other database searches for law faculty upon request
- Performing other duties as assigned

QUALIFICATIONS: MLS plus two years law library experience; OR MLS plus JD. Familiarity with personal computers. Evidence of ability to meet standards of research, publication, and professional service that would lead to tenure in University Library faculty. Supervisory experience preferred.

MEMORANDUM

TO: Nancy Johnson
FR: Nancy Deel
DA: June 24, 1991
RE: Microforms/Computer Lab Departments
Annual Report for 1990-1991

This memorandum summarizes the activities and goals of the Microforms Department and the Computer Lab.

MICROFORMS DEPARTMENT

Description of the New Area

The Microforms Department moved into the new space in May 1990. The microforms room contains 29 cabinets for the microform collection and shelving for microfiche and reference material. There are six study carrels, two microform reader/printers and one fiche reader. Videos are housed in a locked closet behind the service desk. The service desk has an ADDS computer for OLLI access and an attached printer. The government documents' cardex is also located at the service desk. We have plans to replace one of the reader/printers with a new Minolta model; the equipment is on order.

Staffing

The service desk is staffed from 8:30 - 5:00 Monday through Friday by Julie Grubbs. Julie's lunch break is 12:30 - 1:00. The Reference Desk is the backup for the department when Julie is not there. (We use a sign directing patrons to the reference librarian on duty during these times.) The Library Assistant I position description is attached. This position was upgraded to full-time effective June 17, 1991. Julie was originally hired on August 31, 1990 to replace Robert who resigned in August. Pam was terminated "for performing personal work on University time by using the University telephone lines for long distance personal calls" effective May 21, 1991. Julie and I are optimistic that the Department will run more smoothly with one full-time staff person.

Activities

Julie keeps statistics on patron use of the Microform/Computer Lab Department. A summary chart is attached - see Patron Use Statistics. She has also been tracking the supplies used in the department using a Supply Log. Please find attached the Summary - Supplies for Seven Month Period (Nov. 1990 - May 1991). The

Laserjet printers are heavily used by the law students. A log is also kept for service calls placed on the microform equipment.

The video collection was rearranged into the subject categories used on the Video Locator. Pam worked on updating the Locator and Julie has assumed this responsibility. Copies of the video list were distributed to the Law Faculty. The Microform Locator was also revised this year to reflect the new arrangement of cabinets. The list does not include the titles which have been cataloged and thus on OLLI. Updating the Locators is an ongoing project until the collection is completely cataloged.

GOALS of the Microform Department

- * Conduct weekly department meetings to facilitate communication
- * Refine the MicroManual and Micro Procedures Memo into a comprehensive Department Procedures Manual
- * Work with Jackie on the cataloging project - rearrange the collection, relabel the cabinets, and update the Locators as changes are needed

COMPUTER LAB

Description of New Lab

The Computer Lab contains eleven (11) personal computers connected on a Novell local area network. Each PC has a 640k hard drive and a 5-1/4 inch floppy drive. The file server for the network is located in Paul Russell's office on the 3rd floor. Paul is the Network Administrator. Software programs are run from a main menu at each workstation, making the network invisible to the students using the Lab. The menu options currently available are: WordPerfect 5.0, WordPerfect Tutor, CALI exercises (1990-91 edition) and certain DOS functions - check disk, print directory to screen, copy a floppy disk, and format a data disk.

The Lab contains two printers - HP Laserjet and HP Laserjet III - which run off a print server located in the Lab. Students may choose a printer for their print jobs and most are choosing the HP Laserjet III model.

The Lab also contains dedicated equipment for Westlaw and Lexis. There are three Walt PCs and three Lexis 2000 workstations. These six computers have attached printers (all are HP Deskjet Plus).

New computer tables are on order for the Lab. Tom Gromme is handling this. New swivel chairs are also expected. The computer furniture will improve the appearance of the Lab and will also be more comfortable for the students.

Staffing

The Computer Lab is staffed in the afternoon 1:00 - 5:00 by Phil Core, a student assistant. Phil was hired in September 1990 to support the computers in the Law Library (see the Job Description - Computer Support attached).

Activities

Highlights of Phil's work this year:

- * assisted in conducting computer classes for the first year law students
- * coordinated the acquisition and installation of Borland software (made available through a University site license)
- * inventoried the hard drives of all Law Library staff
- * installed main menus (Automenu) on staff computers
- * automated the Reference Desk statistics (using Quattro Pro)
- * worked on micom lines for Technical Services Dept.

Highlights of my work this year:

- * attended Novell Netware training classes:
- * taught two classes for first year law students:
 - Introduction to Computer Lab
 - Introduction to WordPerfect 5.0
- * worked with Tom Gromme on phone lines for Lab access to Westlaw and Lexis
- * developed Computer Lab policies to be compiled in our Department Manual

GOALS of the Computer Lab

- * Complete a Department Procedures Manual
- * Complete a Computer Lab Manual for the law students
- * Offer computer classes to the first year students in the Fall
- * Investigate ways to communicate the Lab policies to the students
- * Set up cross-training for Library staff (in order to provide Lab support during evening and weekend hours)

MICROFORM DEPARTMENT

PATRON USE STATISTICS

1990 - 1991

MONTH	<u>Microforms</u>	<u>Computer Lab</u>	<u>TOTAL</u>
August	85	53	138
September	146	159	305
October	254	62	316
November	331	89	420
December	151	86	237
January	242	81	323
February	296	107	403
March	219	123	342
April	312	96	408
May	281	66	347
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TOTALS:	2317	922	3239

SUMMARY

SUPPLIES FOR SEVEN MONTH PERIOD
(November 1990 - May 1991)

SUPPLIES BY TYPE	UNITS USED	TOTAL COST
COMPUTER LAB:		
1. H.P. Laserjet toner cartridges	6	\$ 255.00
2. H.P. Laserjet III toner cart.	9	382.50
3. Packs of paper for printers	96	<u>217.92</u>
SUBTOTAL:		\$ 855.42
MICROFORMS:		
1. Dry copier- bottles of toner	7	\$ 217.00
2. Dry copier- packs of paper	15	34.05
3. Dry copier- bulbs	3	40.38
4. Wet copier- bottles of toner	10	343.33
5. Wet copier- rolls of paper	6	192.00
6. Wet copier- bulbs	1	13.46
7. Fuser oil	2	<u>46.66</u>
SUBTOTAL:		\$ 886.88
TOTAL COST (for 7 month period):		\$ 1742.30
Projected Yearly Total:		\$ 3300.00

POSITION DESCRIPTION

TITLE: Library Assistant I

DEPARTMENT: Microforms/A-V/Computer Lab

PURPOSE AND SCOPE OF POSITION: Responsible for providing service to library users at Microforms Desk and in the Computer Lab.

RESPONSIBLE TO: Reference Librarian/Computer Coordinator

SUPERVISES: Not Applicable

DUTIES:

- Provide service for microform and audio-visual collections and equipment
- Assist law students in using personal computer lab hardware and software
- Provide locational information to patrons and refer other questions to Reference
- Manage equipment supplies for microform room and computer lab
- Maintain statistics and records for the department
- Learn and perform OLLI searches as required
- Maintain microforms cabinets and video closet including shifting of collection, labeling drawers, and revising the Locators as needed
- File microfiche/microfilm including government documents
- Check-in government documents and report problems or changes to Reference/Government Documents Librarian
- Check in/out videos and video equipment
- Straighten-up Library in the afternoon
- Perform other tasks/projects as assigned

QUALIFICATIONS: High school graduate; some knowledge of basic library procedures, methods, and techniques; ability to deal with library users in person and over the phone. Some college coursework, computer experience, and audio-visual experience preferred.

JOB DESCRIPTION - COMPUTER SUPPORT

Job Description

Provide software support for the Law Library

- WordPerfect 5.0/5.1
- Lotus 123
- DOS
- Borland software
- other applications used

Provide hardware support for the Law Library

- ability to set up new workstations
- troubleshoot hardware failures
- ability to repair various hardware failures
- have knowledge of PCs, modems, printers

Provide user support for law student PC Lab

- software and hardware support for the Lab
- aid in WordPerfect training
- aid in PC use training

Serve as liaison for Law Library computer interests

- communicate with GSU Computer Center
- communicate with Law School PC Support
- communicate with GSU Purchasing
- communicate with outside vendors

Requirements

- at least two years experience with PC support
- must have exceptional communication skills

6/22/91